

# **Springfield Library**

## **Manager's Report**

### **4<sup>th</sup> Quarter 2024**

#### **October**

- A large number of attendees for the Story Hour program stopped coming as they had a schedule change in their other activities. Fortunately, some new attendees have begun to come.
- On the second Tuesday of the month Alicia Chase from the Otsego County Office of the Aging has set up an open Q & A in the library for those patrons who have questions regarding Medicare and or Medicaid.
- Barbara La Corte presented a slide show ("Ultimate Africa") program of her trip to Africa which several attendees stated they would like to see again.

#### **November**

- Story Hour attendance has showed a steady increase each week.
- The Medicare/Medicaid program had higher attendance this month. Patrons had questions regarding changes in Medicare during the Medicare Open Enrollment time.
- Dennis Dorn was able to get new security box keys and also new keys to the library's file cabinet which was in storage. The file cabinet has been moved into the library and files which require security are being transferred to it.
- A different file cabinet was obtained to replace the one that was in the craft closet and held the fax machine. This can now be used for Youth Program Files.

#### **December**

- Story Hour attendance is back on target with an average attendance of 14 children plus parents.
- The library now has a new Amazon Prime Business account as part of a new program being offered to libraries throughout New York State. The library manager and Treasurer were able to place an order for paper products, maintenance supplies, storage containers for educational kits and a new printer at substantially lower prices than previously found.
- Our new printer arrived as did part of the order for the storage containers. Arrangements for connection with our network are being made with 4cls. 4cls is working with the library to make catalog records for the Amish Outreach Educational Kits (which will be called Educational Kits). It is a length and detailed process as we must provide detailed descriptions of the new kit's contents. For the year 2025 these kits will only be available for the Amish Schools to check out as they are

specifically part of the “Amish Outreach Grant”. All other patrons may use them within the library. Once the terms of the grant are fulfilled the status of these kits may be changed in 2026 to be available to all patrons.

**4<sup>th</sup> Quarter Attendance:**

October: 171 adults, 35 Pre-K, 21 Elementary, 9 Teens    Month’s Total: 236

Computer Users: 0    Volunteer Hours:8    Copies/prints/Fax: 5.00

November: 155 adults, 17 Pre-K, 40 Elementary, 8 Teens    Month’s Total: 220

Computer Users: 1    Volunteer Hours:8    Copies/prints/Fax: 5.10

December: 138 adults, 21 Pre-K, 33 Elementary, 8 Teens    Month’s Total: 200

Computer Users: 2    Volunteer Hours:4    Copies/prints/Fax: 2.00

Totals: 464 adults, 73 Pre-K, 94 Elementary, 25 teens    overall total: **656**    Computer

Users: 3    Volunteer Hours:20    Copies/prints/Fax: 12.50

WiFi Usage

library laptops	WPA2	4	12579013	45.18371
Springfield				
Library	Open	43	11928677	42.84771
library staff	WPA2	1	3332018	11.96858